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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 1400.1C**Effective Date: February 13,
2002Expiration Date: February
13, 2007[Printable Format \(PDF\)](#)

Subject: NASA Directives System Procedural Requirements w/Changes 1-4, 12/5/03**Responsible Office: Management Systems Division**[| TOC](#) | [ChangeHistory](#) | [Preface](#) | [Chp1](#) | [Chp2](#) | [Chp3](#) | [Chp4](#) | [AppdxA](#) | [AppdxB](#) | [AppdxC](#) |
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CHAPTER 2. NASA Directives Format

2.1 NASA Policy Directives (NPD)

2.1.1 NPD's document NASA policy, responsibilities and authorities. NPD's must not exceed four pages and may have one attachment that may be text and/or graphics.

2.1.2 NASA Headquarters is responsible for issuing NPD's. NPD's require coordination among the appropriate Headquarters offices and approval by the Administrator.

2.1.3 To create an NPD, select the "Build Directive" in the NODIS DMS, then complete the NASA Directive Policy Form containing the following elements:

- a. Masthead: type of directive (NASA Policy Directive), directive number, effective date, expiration date, responsible office, and subject. (Populated by information from the NHQ 184 Form.)
- b. Body: 1. Policy, 2. Applicability, 3. Authority, 4. References, 5. Responsibility, 6. Delegation of Authority, 7. Measurements, and 8. Cancellation. (NOTE: If applicable. If not applicable, state "None.")
- c. Signature Block. (Populated by NODIS.)
- d. Attachment.
- e. Distribution. (Populated by NODIS)

2.2 NASA Procedural Requirements (NPR)

2.2.1 NPR's establish requirements and procedures to implement NASA policies.

2.2.2 NPR's are issued from Headquarters by the responsible OIC who may assign responsibility to write the NPR to a Lead Center supported by an Agencywide team. [NPR 7120.5, Program and Project Management Processes and Requirements](#), is an example. It was written by the Program Management Council Working Group, chaired by Marshall Space Flight Center, and issued from Headquarters by the Office of the Chief Engineer.

2.2.3 NPR's must contain, but are not limited to, the following elements:

- a. Cover;
- b. Table of contents;
- c. Preface. The preface contains the following standard paragraphs: P.1 Purpose, P.2 Applicability, P.3 Authority, P.4 References, and P.5 Cancellation (when appropriate); and
- d. Chapters.

2.3 NASA Charters

Charters for standing councils, boards, panels, and committees that are mandated by statute or by the NASA Administrator must be documented in [NPR 1000.3, "The NASA Organization."](#) Charters must contain the following standard paragraphs: 1. Purpose, 2. Applicability/Scope, 3. Authority, 4. Functions, 5. Membership, 6. Meetings (OPTIONAL). In all cases the Council or Board shall meet at the call of the Chair. The meetings paragraph should be included if the Council or Board is charged with meeting a specific number of times a year (or on specific dates.), 7. Duration (OPTIONAL). Unless otherwise specified the Council or Board will continue until the directive establishing it is cancelled or amended, since the Councils and Boards chartered in The NASA Organization are intended to be permanent. The Administrator may establish temporary Councils or Boards without chartering them in the NPR1000.3, and 8. Records.

2.4 Directives Numbers

NASA Directives are assigned a number that is a unique identifier. This unique identifier is used to ensure the integrity of the document control process used to track the history of the directives. (See Chapter 4)

2.5 Effective and Expiration Dates

A directive takes effect on the date that the approving official signs it. It expires 5 years after its effective date. The originating office will reevaluate the directive to determine whether to revalidate, revise, or cancel the directive not less than 90 days prior to the expiration date.

2.6 Gender-Neutral Language in Directives

NASA directives will use gender-neutral language.

2.7 Plain Language

NASA directives will be written in plain language as directed in the President's Memorandum for the Heads of Executive Departments and Agencies, dated June 1, 1998, Subject: Plain Language in Government Writing.

2.8 Center Directives

Centers may issue Center directives following the NASA Directives System format. Center directives must expire not later than 5 years after they take effect. Centers may issue directives only when circumstances arise for which Agency directives do not provide adequate policy or instructions or the situation is unique to a particular Center.

2.9 Style References

- a. Government Printing Office. 1984. *United States Government Printing Office Style Manual, 1984*. Washington, DC: Government Printing Office.
- b. Sabin, William A. *The Gregg Reference Manual*, Eighth Edition. McGraw-Hill

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